

Minutes of Board Meeting

The main object for which the Youth Work Ireland is established is:

- To benefit the community through a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is complementary to their formal, academic, or vocational education and training; and is provided by voluntary youth work organisations. (Constitution of YWI)

Date: 9th December 2023
Time: 11.00am
Venue: Leonardo Hotel Dublin Parnell Street.
Chair: Catherine Durkin (Chairperson)

Present: Catherine Durkin (Chairperson); Michael Connolly (Company Secretary); Danielle Gayson, Berni Smyth; Donal Kelly, Molly Hickey, John Byrne; Eddie D'Arcy.
Apologies: Sean Roche, Geraldine Hogarty, and Caroline Flanagan
Absent: Deborah Fakeye
In Attendance: Leo Gavin, Doireann Walsh, Patrick Burke CEO, and Mary Horgan HOF in attendance for Finance Items.

	Agenda Item	Decisions / Actions
1	Welcome and Introductions.	
	a. Quorum	The chair declared that a quorum was present since all members of the group were present.
	b. Adoption of Agenda	The agenda was then reviewed and adopted.
	c. Conflict of Interest	The chair invited those present to state if any agenda item constituted a conflict of interest for them. No such conflict was declared.
	d. Conflict of Loyalties	The chair invited those present to state if any agenda item constituted a conflict of loyalty for them. No such conflict was declared.
	e. Apologies	Apologies from Sean Roche, Geraldine Hogarty, and Caroline Flanagan were noted
2	Minutes and Matters Arising	

	a.	Minutes of Board Meeting 30 th September 2023	The minutes for the meeting of 30 th September were formally approved.
	c.	Minutes for Board Meeting 11 th June for Publication	The minutes for the meeting of 30 th September 2023 were formally approved.
	d.	Matters Arising	There were no matters arising
3	Finance		
	a.	Management Accounts 31 st October 2023	The Head of Finance presented the management accounts to 31 st October 2023, and this was followed by a discussion and approval.
	b.	Balance Sheet 31 st October 2023	The Balance sheet was then reviewed. It was agreed that it is a strong balance sheet. The Board then approved the balance sheet.
	c.	Cashflow Report 31 st October 2023	The cash flow report was noted, and it was agreed that cash flow was very healthy. This was mainly due to the full payment of the participation contract for the year and improved payments for SEUPB. The board formally thanked the HOF and her assistant for all the work done in this area.
	d.	Update from Grants Committee	The Board requested the CEO and HOF to formally thank the staff for the super work in ensuring that additional project funding was being brought into the organisation. This is hard work but adds huge value to our work of supporting member youth services.
	e.	Governance Subgroup Minutes 23 rd August and Minutes 30 th November	The meeting reviewed and approved both the minutes of the governance subgroup of August 23 rd and November 30 th .
	f.	Indicative Budget 2024	The HOF reported that she and the CEO and ACEO had met with staff and with each other to draft the 2024 budget. The meeting requested the CEO and HOF to formally thank the staff for the super work on this indicative budget and to emphasise that it has been very many years since we were looking at a balanced indicative budget in December. The board will finally sign off on the 2024 budget at the first meeting of the new year
	g.	Update on SEUPB Peace Payments	An update on the payments was provided to the subgroup and it was agreed that our strategy largely worked, in that payments are now flowing well.
	h.	Approval of updated Finance Policy	The CEO and HOF informed the board that the finance policy was updated, and a number of areas were strengthened so as to ensure that we have the highest possible standards of financial governance in the organisation.

	<i>i.</i>	Internal Audit	Michael Connolly and Donal Kelly agreed to carry out an Internal Audit in Q1 of 2024 to ensure that our financial practices fully reflect our finance policy. A report will be produced for the Board and for the Management Team following the audit.
	<i>j.</i>	Biannual DCEDIY Governance Questionnaire	The meeting reviewed and approved the Biannual DCEDIY Governance Questionnaire. The report will be sent to the DCEDIY along with the updated Finance Policy in the coming days.
4	Strategic Considerations		
	<i>a.</i>	Gaelscoil Choláiste Mhuire Update and work on the roof of 20 Lower Dominick Street	The CEO informed the meeting that works adjacent to our building are continuing. The builders are renting our basement in Dominick Street as their site offices. The build staff have been extremely helpful to us and assisted us in moving furniture and clearing rubbish at no cost. Such assistance is particularly helpful as we paint and redecorate our offices.
	<i>b.</i>	Reform of the Youth Services & new Grant agreement	The Chair and CEO attended a meeting of the National Organisations with the Minister this week. They were informed that the review of the YSG is almost complete. Following consultations with the sector, the department officials are putting the final touches to the rules for entering and leaving the scheme. The draft grant agreement has been approved by the State Solicitors Office and has been circulated to the sector. No changes to the scheme are planned for 2024.
	<i>c.</i>	Virtual Youth Work Project	Donal Kelly informed the meeting that the Technological University for the Shannon (lead by Paul Keating and John Hannafin at the Digital Arts Lab in Clonmel), will lead an ERASMUS application to be submitted Feb-March 2024. Youth Work Ireland head office is fully on board as a partner as are a number of Regional Services.
	<i>d.</i>	Advice from Solicitors on question on full membership of YWI.	The was a wide-ranging discussion on this topic. It was agreed that the following actions would be implemented: <ol style="list-style-type: none"> 1. CEO will get greater clarification for the solicitor on the nature of the proposed MOU being proposed. 2. The CEO, ACEO and HOF will meet with the management of the MYS in the new year to agree a workplan.
	<i>e.</i>	ECYC update	The meeting congratulated Catherin Durkin on her election as President of ECYC. Catherine then gave a brief update on the current work of ECYC.
	<i>f.</i>	Report for ERYICA	The CEO informed the meeting that he had recently attended a meeting of the Board of ERYCIA and had a meeting with DG ED in the European Commission. ERYICA are now implementing their new strategic plan. Board members have all been interviewed by the consultants currently carrying out the review of youth information services in Ireland.
5	Operational		
	<i>a.</i>	New Club App	The board were provided with a link to a video introducing our new club app. The app was very much welcomed by the board.

	b.	Appointment of Complaints Officer	A member of staff was formally appointed the complaints officer for the organisation:
	c.	Compliance Plan 2024	The CEO provided the meeting with a summary of the Compliance plan for 2024 and it was then formally approved by the board.
6	Federal Governance		
	a.	Review of Constitution and Membership Charter	The CEO informed the meeting that he did not have time to progress the work on the Constitution and the update of the Membership Charter. He will prioritize this in the new year.
	b.	National Youth Action sub-group report	The meeting was informed that the group continues to work well and that the recent visit to the EU institutions in Brussels was particularly good.
	c.	Advocacy Sub-Group	The Chair of the group informed the meeting that a strategy for the group had been drawn up and it is not being sent to the members for consultation. A more detailed work plan will be prepared based on that consultation. Eddie is anxious to work on issues that young people prioritized as well as sectoral issues.
	d.	Chair and CEO meetings with regional boards.	The Chair requested MYs to provide dates of board meetings in 2024 so that she and the CEO can plan visits.
	e.	Padlet for board training	The Chair proposed that the padlet be represented at the next meeting as a brief report.
7	National Office Governance		
	a.	Trustee report and Finance audit 2023	The meeting was informed that the planning for the production of the 2023 Trustee Report is currently underway, and a full draft will be made available to the board in mid-March 2023.
	b.	Board skills audit	The board reviewed the board skills audit and agreed that we are very much in need of recruiting a board member with finance skills who would be willing to take on the role of Treasurer.
	c.	Risk Register & Charity Regulator Report migrating online	The CEO reported that both these documents are now going online with Calqrisk. A number of our members are making this move also and are undergoing training on the new tool at the moment. The tool will be made available to the board once the transfer of materials is completed.
	d.	Plan for Board's key priorities 2023-2024	The updated plan for the Board was noted.
8	HR		
	Extension of Contract and additional duties		The board approved the extension of the Communication Officer role to include two additional days per week working to support the Head of Advocacy.
9	Any Other Business		

	a. Agreed schedule of Meeting for 2024	<p>The schedule of meetings for 2024 was unanimously approved.</p> <p>The Chair wished all board members a very happy Christmas and New Year and thanked them for all their hard work in 2023. The meeting was then drawn to a close.</p>
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Board Registration Record 2023

12 current Members: Quorum is 50% +1 which is 7 Members present.

		Code of Conduct Signed	Trustee Register of Interest	Tablet Policy	25 th Feb 2023	20 th Apr 2023	10 th June 2023	11 th June 2023	30 th Sept 2023	25 th October Board	1 st Nov 2023 Induction	9 th Dec 2023
1	John Byrne	✓	✓	✓	✓	✓	✓	✓	Apol	✓		✓
2	Michael Connolly	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
3	Tom Dunne	✓	✓	✓	✓	✓	Resigned					
4	Catherine Durkin	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
5	Deborah Fakeye	✓		✓	Apol	✓	Apol	Apol	✓	✓		
6	Caroline Flanagan	✓	✓	✓	✓	✓	Apol	Apol	Apol	✓		Apol

7	Danielle Gayson	✓	✓	✓	Apol	✓	✓	✓	✓	✓	Apol		✓
8	Catherine Corbett	✓	✓	✓	✓	✓	Resigned						
9	Joseph Burke	✓	✓	✓	Apol	✓	Resigned						
10	Geraldine Hogarty	✓	✓	✓	✓	✓	✓	✓	Apol	✓			Apol
11	Eddie Darcy			✓	✓	✓	Apol	Apol	Apol	✓			✓
12	Sean Roach			No Tablet	✓	✓	Apol	Apol	✓	✓			Apol
13	Bernie Smith	✓	✓	✓			✓	✓	✓	✓			✓
14	Donal Kelly		✓				Apol	Apol	✓	X	X		✓
15	Molly Hickey											✓	✓

In Attendance

16	Leo Gavin	✓	N/A						✓	✓	✓		✓
17	Doireann Walsh	✓							✓	✓	✓		✓